

Text Formatting

PowerPoint offers an extensive array of text formatting tools that are very similar to those found in Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, line spacing and spell checking tools.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

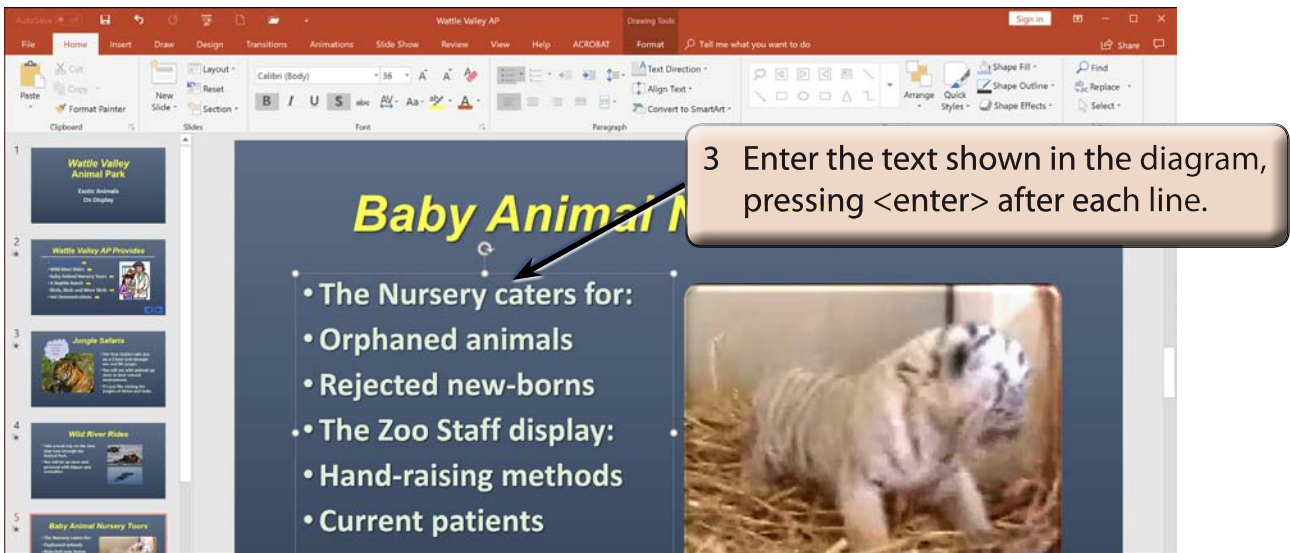
Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY ANIMAL NURSERY TOURS slide to have sub-points.

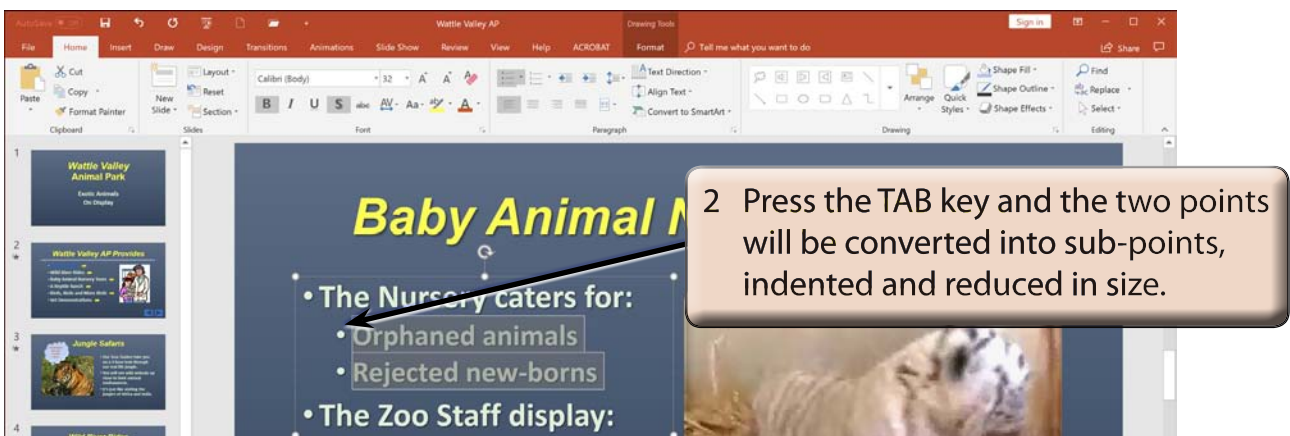
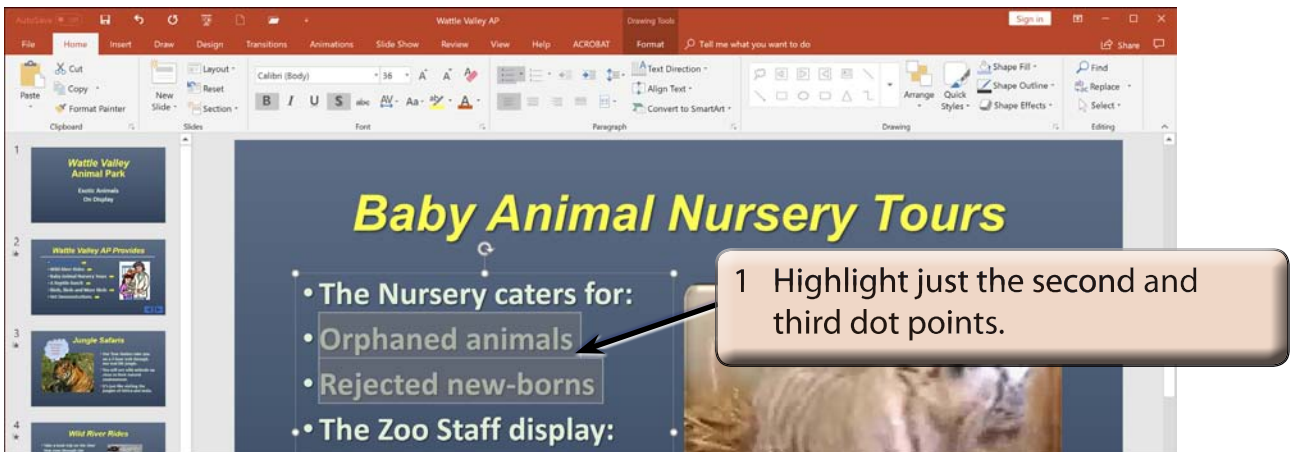
A Entering the Text

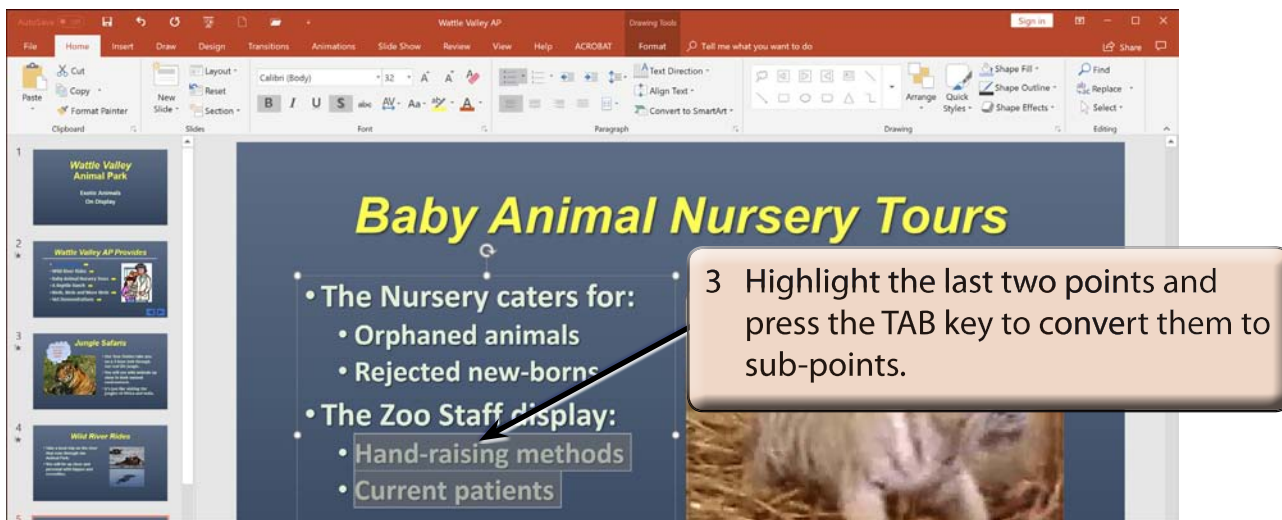
1 Set the screen to the BABY ANIMAL NURSERY TOURS slide (SLIDE 5).

2 Highlight all the text in the left placeholder.



B Setting the Sub-Points





Baby Animal Nursery Tours

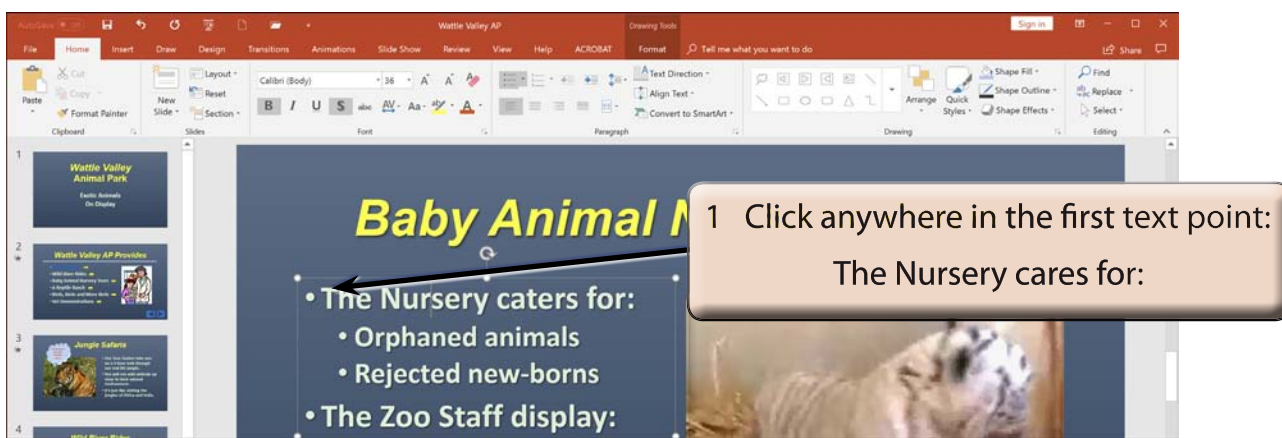
- The Nursery caters for:
 - Orphaned animals
 - Rejected new-borns
- The Zoo Staff display:
 - Hand-raising methods
 - Current patients

3 Highlight the last two points and press the TAB key to convert them to sub-points.

- NOTE:**
- i Pressing the TAB key again would set the points to a third level sub-point.
 - ii Sub-points can be returned to normal points by highlighting them and pressing SHIFT+TAB.

Bullet Formats

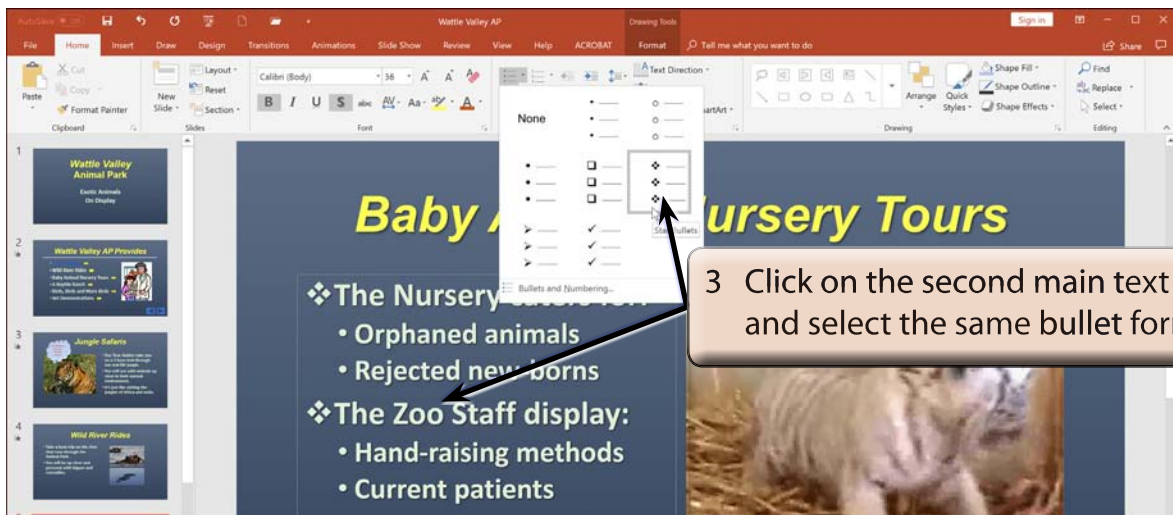
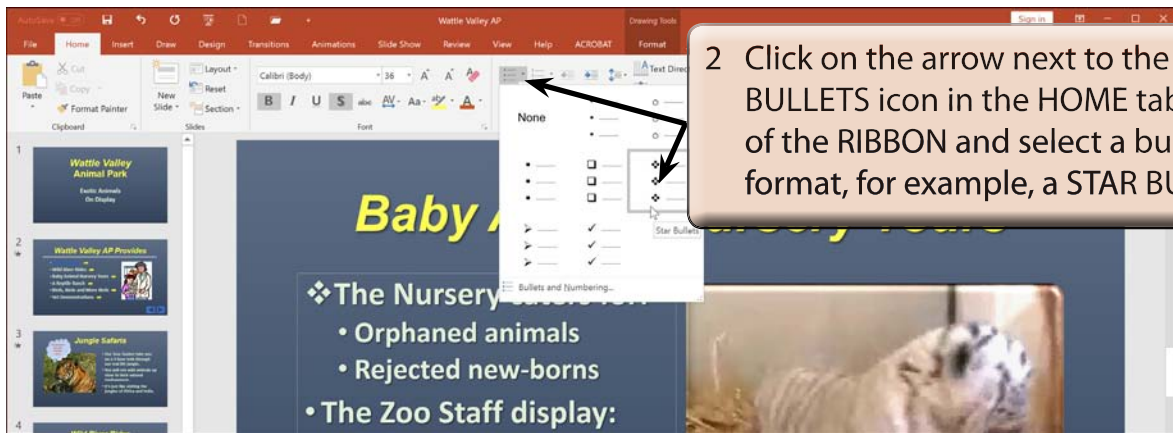
By default, bullets are set to solid dots. You can change this.



Baby Animal Nursery Tours

- The Nursery caters for:
 - Orphaned animals
 - Rejected new-borns
- The Zoo Staff display:
 - Hand-raising methods
 - Current patients

1 Click anywhere in the first text point:
The Nursery cares for:



NOTE: Once you have set a bullet format you can press CTRL+Y as a shortcut to repeat the previous step.